

Division of Academic Affairs
Technology Fee – Systemic Project Proposal
2019

Proposal Deadline: Friday, March 1, 2019 @ 5:00 pm

Project Proposal Type

Systemic Project

Projects proposed by operational units of the university (e.g., colleges, academic departments, Library, etc.) for instructional technology enhancements of unit-wide or university-wide scope.

All Systemic Project proposals must be acknowledged (signed) by the operational unit head (e.g. Dean, Chair, Director, etc.).

Project Title

Student Laptop Program Refresh

Total Amount of Funding Requested

\$60,154.08

Primary Project Coordinator

Billy Nelson

Unit Head Acknowledgment

Unit Head Signature: *Stephanie Glavel*

Date: *13 Feb 2019*

Division of Academic Affairs
Systemic Project Proposal Template
2019

Systemic proposals must provide the following information:

1. Description of initiative/investment to enhance instructional technology.

The John C. Pace Library maintains two collections of laptops. The first is a collection of 48 laptops available to any member of the UWF community with a valid Nautilus card, to be checked out for a period of six hours during the day and overnight after 7pm. The second collection includes 44 laptops available to faculty, staff, and graduate students for an extended loan of up to three weeks. Both collections are available to be used in the library, the classroom, or in any location on or off campus. We are committed to providing students, faculty, and staff flexible options in completing their learning and research, on or off campus.

Forty-two of the current laptops are about to go out of warranty. The damage accumulated from regular wear and tear on these machines due to the high-volume usage is significant, and having machines out of warranty jeopardizes the continuity of service we're able to provide to students. This project would replace the oldest laptops with newer, warrantied machines. The newer machines would be available for 6-hour/overnight loans, allowing laptops still under warranty to be rotated to the extended loan laptop collection. The newer laptops are more appropriate for the 6-hour/overnight loans, given the heavy use of that collection. The heavy demand upon both of these collections warrant replacing the older laptops so that the program can continue to enhance student experience and meet their needs for flexible, portable technology.

2. Description of how initiative has a college/unit-wide or university-wide scope.

The John C. Pace Library serves the entire university community and was visited by over 420,000 individuals in the 2017-2018 fiscal year. The Student Laptop Program allows the library to provide a similar experience in terms of technology regardless of whether a student is using a library desktop workstation or has checked out one of our laptops to use in the classroom, at home, or in the field as part of a research project.

The laptops are loaded with the full Microsoft Office suite and a host of additional software, including Blender 3D Modeling, Inkscape Vector Graphics, SAS, and SPSS. Please see <https://secure.uwf.edu/library/about/technology/software-availability/> for a complete list of software available. This comprehensive base of software enables students from all disciplines to utilize the laptop program. By replacing the oldest machines, this project will allow the laptop lending program to remain a vital and viable part of the technology ecosystem on campus.

3. Description of project alignment with the UWF Strategic Plan.

This project is directly focused on increasing the availability of high-quality technology to our students who may not otherwise be able to afford access to it, and providing

mobile technology that allows students to take full advantage of the opportunities for discovering knowledge through scholarship, research, and public service in a variety of venues. The Student Laptop Program directly supports UWF's mission of providing high-quality undergraduate and graduate education as well as the institutional values of caring and collaboration.

In addition, the UWF Libraries Laptop proposal is in direct alignment with several specific strategic directions included in the University of West Florida Strategic Plan (2017-2022):

- **UWF Strategic Direction 1.2**
The UWF Libraries Laptop proposal aligns resources to deliver exceptional support services and learning opportunities that will ensure students have access, continuity, and success while earning degrees

- **UWF Strategic Direction 3.4**
The UWF Libraries Laptop proposal contributes to optimizing internal and external support to promote teaching and learning activities, service, research, strategic innovation, and other scholarly works.

- **UWF Strategic Direction 5.2**
The UWF Libraries Laptop proposal is an investment in and steward of UWF's technical infrastructure.

4. Description of benefits provided.

The UWF Libraries Student Laptop Program began loaning laptops in 2006 and expanded to overnight checkouts in the summer of 2010. The program continues to be popular, accounting for 12-18% of circulation totals each year (over 10,000 circulations each fiscal year). The extended loan program supports an additional 100+ graduate students each fiscal year who need a laptop for classwork, assisting a faculty member/teaching a class, and/or research. Faculty and staff also use the extended loan program, often for classroom and other types of student support (e.g., events). Please see Appendix A for charts showing 6-hour and overnight laptop loans each fiscal year from FY2014 to FY18 as well as the most recent fiscal year for extended laptop loans.

It is important that the Library circulates up-to-date technology protected by warranties in order to meet the high demand for these laptops and expectations of our students. It will also allow us to retire some of the older machines in the extended loan program, maintaining a consistent experience for all our users regardless of whether they use the 6-hour/overnight loan option or the extended loan program.

5. Description of how success/impact will be measured.

The Circulation Department will continue to maintain statistics on the Student Laptop Program, as well as solicit feedback from students on the benefits and possible improvements to the program. Statistics are collected monthly from the Laptop Program by the Library's information management system. We will continue to monitor these

statistics to determine the number of laptops needed as well as the software students need access to in order to support their coursework.

6. Detailed description of resources required including hardware and software requirements and personnel costs (faculty compensation is not an allowed cost).

This proposal is for 42 Dell Latitude 5490 laptops and 42 laptop bags. The cost of each laptop includes a four-year warranty. Laptop bags are needed in order to organize and efficiently circulate the equipment. The cost of 42 Targus Intellect Slipcase 14" Notebook cases are included in this request.

Type of Material	Cost per item	Number of items	Total Cost
Dell Latitude 5490	\$1,399.33	42	\$58,771.86
Targus Intellect Slipcase 14" Notebook Case	\$32.91	42	\$1,382.22
TOTAL			\$60,154.08

There are no additional personnel costs associated with this proposal.

7. All Tech Fee Proposals must be reviewed by ITS prior to submission. Please provide your JIRA Ticket # here.

JIRA ticket # TF-72

8. Proposed timeline.

The items listed above will be ordered as soon as funds become available. When the equipment arrives, it will take no more than two weeks to format the laptops and catalog them for circulation so they can be loaned to students.

9. Plan for sustainability beyond conclusion of funding from technology fee, if applicable.

Not applicable

10. Resource matching commitments from other organizations/sources (identify organization and amounts), if applicable.

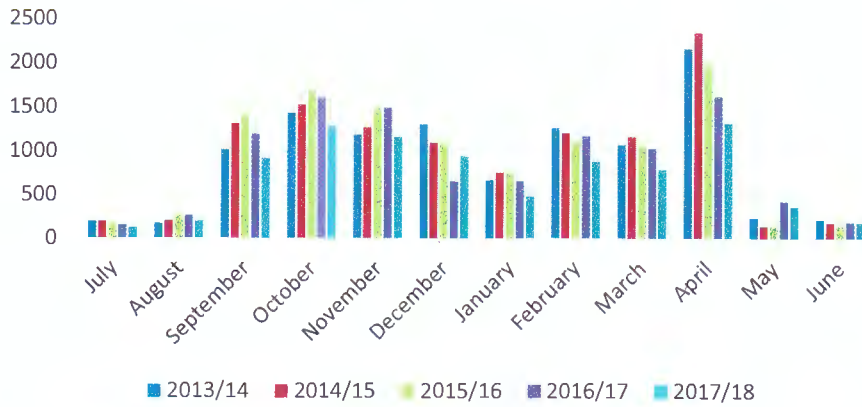
Not applicable

11. Individual responsible for reporting and accountability, along with contact information.

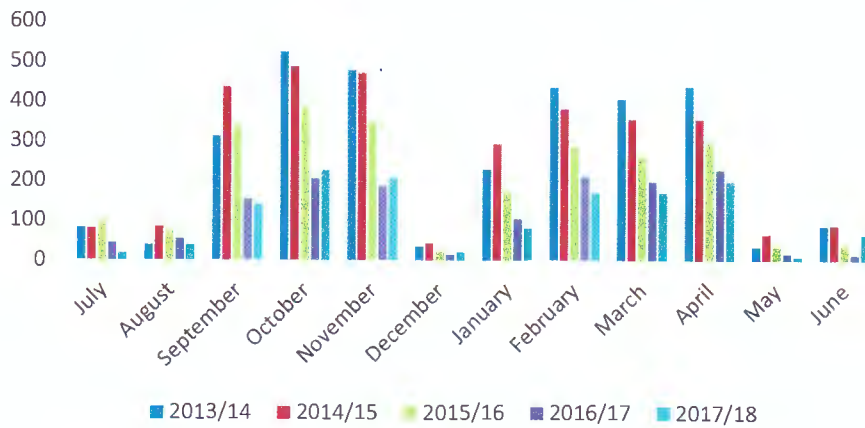
Billy Nelson
Circulation Manager
John C. Pace Library
wnelson@uwf.edu
474-2469

Appendix A

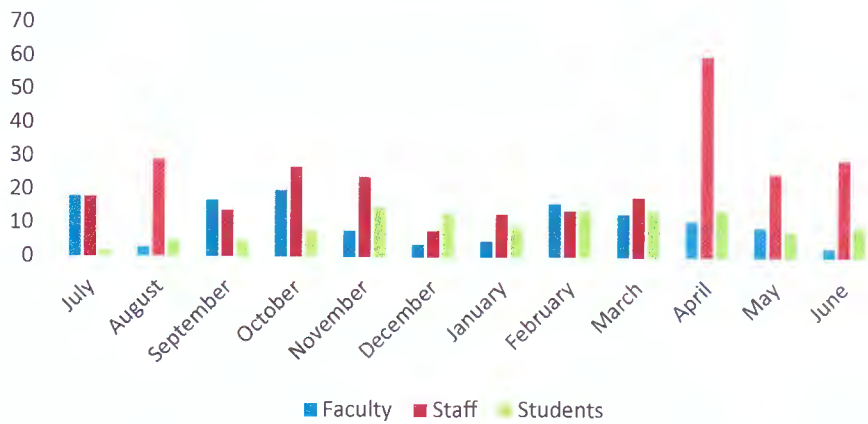
6 Hour Laptop Loans by Fiscal Year



Overnight Laptop Loans by Fiscal Year






Extended Loan Laptops, FY18



[TF-72] Student Laptop Program Refresh <small>Created: 02/12/2019 Updated: 02/21/2019 Resolved: 02/12/2019</small>	
Status:	ITS Approved
Project:	Technology Fee
Component/s:	None
Affects Version/s:	None
Fix Version/s:	None

Type:	Request	Priority:	Medium
Reporter:	Stephanie Clark	Assignee:	Sandra Thompson
Resolution:	Done	Votes:	0
Labels:	tf-2019-2020		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original Estimate:	Not Specified		

Attachments:	 2019 Tech Fee Proposal-Laptops.docx  Laptop Cases.pdf  Laptop Quote.pdf
Request participants:	
Location:	John C. Pace Library, Circulation Department
Agreement:	I agree
Terms and Conditions Agreement:	I agree
Organizations:	None

Description


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- 42 Dell Latitude 5490 laptops, \$1,399.33 each = \$58,771.86
- 42 Targus Intellect Slipcase 14" Notebook Case, \$32.91 each = \$1,382.22

TOTAL REQUESTED = \$60,154.08

Comments

Comment by [Stephanie Clark](#) [02/12/2019]

[2019 Tech Fee Proposal-Laptops.docx](#)  (105 kB)

[Laptop Cases.pdf](#)  (108 kB)

[Laptop Quote.pdf](#)  (64 kB)

Comment by [Sandra Thompson](#) [02/12/2019]

Hi Stephanie,

I see no issues with the proposal from ITS's point of view. Please reference JIRA ticket [TF-72](#) when you submit this. Good luck.

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